

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

**U.S. DEPARTMENT OF LABOR
An Equal Opportunity Employer**

Position: Accountant Series/Grade: GS-0510-12	Announcement No: ETA 04-089
	Opening Date: May 24, 2004
	Closing Date: June 2, 2004
Salary Range: \$60,638 - \$78,826 (includes locality pay of 14.63%)	Number of Vacancies: One (1)
	Bargaining Unit: Inside
Organizational/Geographic Location: Employment & Training Administration Office of Financial and Administrative Management Office of Financial and Administrative Services Division of Financial Systems and Services	Promotion Potential: No
	Civil Service Status Required: Yes
	Temporary Position: No
	Part-time Position: No
Duty Station: Washington, DC	Area of Consideration: DOL-Wide (Status) Candidates throughout the Wash, DC. Metro Area

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://wdsc.doleta.gov/jobs/>

Position Duties and Responsibilities:

This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), Office of Financial and Administrative Management (OFAM), Office of Financial and Administrative Services (OFAS), Division of Financial Systems and Services. The Division of Financial Systems and Services has a broad range of responsibilities, including fund control for all ETA financial resources, processing payments to grantees, contractors, and other providers of goods and services, collecting debts, closing grants and contracts, compiling ETA information to be included in Department's financial statements, and assuring that ETA complies with the requirements of the Chief Financial Officers Act (CFOA), and related Federal statutes, regulations and requirements.

The incumbent's specific duties include, but are not limited to the following:

- Performs general Federal accounting, such as, reviewing and recording of the obligation of funds in the U. S. Department Of Labor's Accounting systems, which impacts the general and subsidiary ledgers; monitors and records cost information supplied by ETA national office grantees; processes grant closeouts; performs reconciliations and special analyses, as requested, in line with the division's goals and priorities.
- Assists in the performance of cash reconciliations to resolve differences between the Department of Labor's accounting records and the U. S. Treasury's FMS-6652: Statement of Differences, as well as, resolves differences between the Department of Health and Human Services' Payments Management Systems (HHS-PMS) and the Department of Labor's Core Accounting System.
- Provides advice to senior staff and key management officials and other accountants on complex financial and accounting data; on unusual and complex accounting systems procedures; reports and other financial management requirements; of which is relied upon by management to make informed decisions.

Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)

Applicant must have one year (52 weeks) of specialized experience equivalent to the GS-11 grade level in the Federal service, which is in or directly related to the position and that provides the individual with the particular knowledge, skills and abilities to successfully perform the duties of the position. Candidates must possess knowledge of accounting and auditing skills required for effective performance of the specific duties of the position.

In addition to meeting the specialized experience above, applicant must also meet the basic entry qualification requirements listed below. The Group Coverage Qualifications Standards for Professional and Scientific Positions **and** the Individual Occupational Requirements, as published by the Office of Personnel Management, in the Qualifications for General Schedule Positions apply.

Basic Requirements:

- A. Degree: accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means "accounting and/or auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor.")

OR

- B. Combination of education and experience--at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include *one* of the following:
1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
 2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
 3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

You must submit a copy of your college transcript(s) with your application to verify the 24 semester hours in accounting and/or auditing needed to qualify for this position. If not, you will be found ineligible.

CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

☐ Requires a security clearance
☐ Requires a medical examination
☐ Subject to financial disclosure requirements
☐ Requires a supervisory/managerial probationary period if the requirement has not been met

☐ Subject to frequent overtime
☐ Subject to frequent travel
☐ Requires a valid drivers license
☐ Subject to geographic mobility
☐ Subject to drug test prior to appointment
☒ Education (**24 Semester hours in Accounting**)

METHOD OF EVALUATION

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTOR LISTED BELOW.

EVALUATION FACTORS: Factors designated (H) are rated high.

1. Knowledge of accounting principles, practices, methods, and techniques to analyze financial data; and knowledge of Federal accounting regulations and procedures to independently perform complex accounting functions. (H)
2. Ability to review, analyze and evaluate automated and/or manual accounting and financial management systems, as they apply to accounting systems and reports. (H)
3. Ability to interpret financial and accounting data and provide appropriate analysis for management's use in decision making. (H)
4. Ability to communicate both orally and in writing to prepare reports to negotiate financial and accounting issues. (H)
5. Ability to work as part of a team to get high priority assignments and initiatives completed. (H)

HOW TO APPLY

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including a Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Social Security Number (SSN)
- Country of Citizenship – **MUST BE U.S. CITIZEN**
- Veterans Preference
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed.
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

The following material is required if checked:
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- ☒ -- Most recent supervisory performance appraisal or a statement with reasons why you do not have a supervisory appraisal is required for all applicants.
- ☒ SF-50, Notification of Personnel Action to confirm status
- ☒ -- College transcript (**Required for education requirements to verify 24 semester hours in accounting**)

Mail your application to, or secure forms or information from:

U.S. Department of Labor
Employment and Training Administration
Office of Human Resources
200 Constitution Avenue, NW, Room N-4656
Washington, DC 20210

Attn: Shelley DeCrane

Commercial: (202) 693-3922

Fax: (202) 693-3734

TTY: (202) 693-3924

The area of consideration for this announcement has been limited to DOL-Wide (Status) Candidates – Wash, DC Metropolitan Area

This position is inside the bargaining unit.

An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete **application must be in the Office of Human Resources or postmarked by the closing date of this announcement.**

ADDITIONAL INFORMATION TO APPLICANTS

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.
- Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.